Flinders University | Rural and Remote Health SA & NT

Conference and Professional Development Scheme Guidelines

1. Purpose

The College of Medicine and Public Health (the College) offers a range of travel and conference schemes that provide some financial assistance for travel, conferences and workshops. These schemes are offered to Academic and Professional staff, including staff based in rural and remote locations.

Conference and Professional Development Scheme (CPDS)

The CPDS is offered to provide assistance to members of staff to access funding to support attendance at national and international conferences, workshops and other activities.

The RRH CPDS replaces the CMPH Domestic Travel Scheme (DTS) and CMPH Overseas Travel Scheme (OTS) for RRH staff. RRH staff are ineligible to apply for the CMPH DTS and OTS and CMPH funded staff are ineligible to apply for the RRH CPDS.

2. Participant Eligibility

2.1 Eligible Staff

To be eligible to apply for funding through CPDS, the applicant must:

- Have been employed by RRH for a minimum of six (6) months.
- Maintain a minimum appointment fraction of 0.4FTE. Pro-rata funding may be awarded to staff under a minimum appointment of 0.4FTE.
- Be in an ongoing role or have a contract which extends beyond the date of the conference or activity,

Successful applicants may only reapply every two (2) years. Unsuccessful applicants may apply in the following intake.

2.2 Ineligible Staff

The below staff are ineligible to apply for CPDS funding.

- Casual staff
- CMPH funded staff

3. Eligible Activities

3.1 Eligible Activities

The following activities are eligible for financial support under the CPDS:

- International and Domestic conferences
- International and National training and skill-building activities and workshops

4. Funding

4.1 Level of Funding

The CPDS is a competitive process. Each year a maximum budget allocation will be determined and available across two intakes.

An applicant may be awarded *up to* $1,500 for Domestic or $3,000 for international travel through the CPDS per application. The final amount awarded is at the discretion of the Resource Committee under consideration of the application.

There is an expectation of a co-contribution from the applicant either financial or in-kind.

To ensure equity, Rural and Remote Health staff who are not located at a campus in Adelaide, Darwin or Alice Springs, applicants may apply for costs of airfare and/or accommodation to reach the nearest city location (Adelaide, Darwin, or Alice Springs) in addition to the maximum amount sought through the CPDS.

4.2 Eligible Expenses

The following expenses are eligible for funding through the CPDS:

- Conference registration and ticket fees
- Flights
- Accommodation for the period of the conference or activity.

4.3 Ineligible Expenses

The following expenses are not supported through CPDS:

- Conference dinner or other meals
- Per diem expenses
- Salaries or consulting fees
- Teaching or marking relief
- Items that are available through other channels or that duplicate basic services already provided by the University, including stationery
- Equipment
- Clothing or other personal items
- Luggage allowance, additional travel expenses, visas, international roaming charges, airline memberships, and passports
- Tipping.

4.4 Time Release

Approval for time release to attend CPDS funded activities will be granted by the staff member's supervisor and must be received prior to submitting the application for funding. Additional time over and above normal work hours are ineligible for approval.

4.5 Payment mechanism

The successful applicant elects to pay eligible expenses personally. Upon receipt of the required financial documentation the successful applicant can seek reimbursement through ServiceOne, nominating the Conference and Professional Development Scheme Funding Account to fund the expense up to the approved amount.

Please speak to your supervisor in the case of financial difficulties with personally funding eligible expenses.

Flinders University Corporate Cards are not to be used for any eligible/ineligible expenses.

5. Applications

5.1 Application Format and Submission

Applications for CPDS funding must be made using the CPDS online application form. All parts of the application form must be completed, and all supporting documentation supplied at the point of application.

Two application intakes will be held annually. Late applications will not be accepted. Applications may be submitted in advance of a paper/presentation being accepted, and provisional approval awarded. Final allocation of funding is subject to the paper or presentation being accepted.

5.2 Application requirements

The following requirements must be met as part of the application:

- The period of absence from the University must not exceed 14 calendar days.
- Applications must be submitted prior to the conference date. Retrospective applications will not be considered.
- A Nu-Trip request must be submitted and approved prior to submission of funding application. The applicant must select 'personal contribution' or 'Research Grant Funded (Tied)' under the budget details and add a note to the additional budget information at the request is in preparation for the travel scheme funding. Copy of the Nu-Trip application is to be included in the online form.
- Cannot be used in conjunction with the Outside Studies Program.
- Applicants may only be awarded one CPDS grant in a two-year period.

6. Assessment Procedure

6.1 Application Assessments

Applications for CPDS will be assessed by the RRH Resource Committee using the following criteria:

- the degree to which the workshop/conference will enhance skills and knowledge leading to demonstrable contribution to the work and productivity of the University;
- the applicant's contribution to the conference
- benefit to the individual's work area;
- benefit to the individual;
- level of support from supervisor and/or cost centre;
- level of support received by the applicant in the current calendar year;

- the University's Equal Opportunity Policies;
- availability of funds.

Preference may be given to applicants who have not received any other University funding.

All decisions are made at the discretion of the RRH Resource Committee and are considered final.

7. Successful Applicant Responsibilities

7.1 Applicant Responsibilities

Staff awarded funding through the CPDS must:

- Book travel using the appropriate Flinders University systems and in accordance with internal policies and procedures where applicable.
- Ensure that all expenditure is consistent with the application budget and all financial claims are submitted within two (2) months of the identified activities.
- Submit a travel report using the provided template within one (1) month of the activity being completed.

For staff utilising personally funded contributions for the remaining balance of eligible expenses it is recommended but not mandatory to book through Phil Hoffman Travel as travel support is provided.

8. Other Schemes and Grants

In addition to the CPDS, there are a range of other grants which can be accessed to support conference attendance and professional development.

8.1 FHMRI Research Conference Support Grant

The FHRMI Research Conference Support Grant is a commitment from the College to raise the quality of individual and collective research outputs by enabling collaboration, dissemination of research findings, and sharing of ideas and methods. The FHMRI Research Conference Support Grant provides support for EMCRs.

8.2 Professional Staff Development Fund

The Professional Staff Development Fund is open to all professional staff employed under the 2023-2026 Flinders University Enterprise Agreement on a continuing or fixed term basis with six (6) months or more continuous service (not including casual service). Staff can apply twice over a two-year period up to the value of $4,000 per applicant, with one development activity per application.

8.3 Outside Studies Program

The Outside Studies Program provides academic staff with a period free from normal academic responsibilities while receiving substantive salary for the purpose of pursing scholarly enrichment, expertise or a higher degree.

8.4 David and Margaret Wattchow Research Travel Fund

An annual award made possible by a generous gift from Professor David Wattchow AM and his wife Margaret, to support Higher Degree, Early or Mid-Career Researchers to obtain skills and knowledge that will directly benefit neuroscience research in FHMRI.

8.5 John Chalmers Travel Fellowship for Early Career Academics

These fellowships will support early career academics to attend a national or international conference to advance their professional standing in their chosen health and medical research or education field.

Please see the CMPH Funding page for more information on the above support, including guidelines and application deadlines: https://staff.flinders.edu.au/colleges-and-services/cmph/funding

9. Supporting Policies and Procedures

These guidelines are to be read in conjunction with the following policies, procedures, and other information. The applicant has the responsibility to adhere to the requirements prescribed within policies and procedures.

Enterprise Agreement 2023-26
Travel Policy